



**PLYMSTOCK SCHOOL
PERSONNEL RECRUITMENT
JOB DESCRIPTION**

JOB TITLE	Deputy Catering Manager
LOCATION	Plymstock School
HOURS	Fixed Term until 31 August 2019 37 hours a week x 38 weeks per year
PAY GRADE	Grade D - £18,933 - £21,481 (Actual pro rata salary £15,788 - £17,912)

ACCOUNTABLE TO: Catering Manager / Business Manager

- JOB PURPOSE**
- ◆ To support the Catering Manager in delivering an efficient operational catering service. Planning, preparing and presenting of food and beverages to the required standard as agreed by school management.
 - ◆ Supporting the highest standards of personnel management, hygiene and health and safety

Main Purpose of Role

To set-up, organise, operate and develop the catering service with the catering manager to the required standards.

To meet or exceed budget targets, making efficient and economic use of resources.

To ensure that the school's reputation for quality food and services is maintained.

To ensure that all catering operations are conducted according to the School Food Safety Policies and other relevant documents.

To support the Catering Manager with administrating catering controls, keep adequate records and ensure proper returns are rendered.

To support training and development of the catering team to deliver a quality led service in a customer focused manner.

To assist the Catering Manager to plan, prepare, cook and present food to the standards required by the partnership of schools.

Main Responsibilities and Duties

To support line management with the Catering Manager

To monitor and assist the Catering Manager in their responsibility for the purchase of all consumables, non-consumables and light equipment within the limits of the budget.

To submit on-going suggestions and create food and menu innovations and trials on a regular basis with the Catering Manager

To be responsible in the absence of the Catering Manager for the security and reconciliation of cash, consumable and non-consumable stocks in line with the school's finance and administration policies

To maintain communication within the catering team ensuring that skill levels are maintained at the highest levels, identifying and recommending appropriate additional training as necessary

To plan and execute catering for special events and functions, eg in-house hospitality, open evenings

To support the Catering Manager in overseeing and monitoring standards of food preparation and service and compliance with school's Food Safety Policies

To support the Catering Manager with planning, organising and controlling the catering team's operations to ensure food quality, presentation and service adhere to industry best practice and meet the appropriate standards

To plan menus with the Catering Manager which meet the requirements of the customer base taking into account the statutory nutritional standards and school's Food Policies.

To recommend and implement cost reductions and service improvements in liaison with the Catering Manager

To achieve and maintain budgeted sales and costs

In the absence of the Catering Manger to produce and present a regular trading account, including cost/sales analysis.

To ensure that heavy and light kitchen equipment, work areas, facilities and general surroundings remain in a safe and efficient working order and are operated to the standards required by the Statutory, Local Authority and School Health, Safety and Hygiene regulations and policies. To ensure that all employees use safe methods of operation and no unauthorised person cleans/operates certain specified equipment

To develop and maintain good working relationships with the schools and their customers, including representing the catering team at any catering or other meeting required by the schools and to report any relevant findings or information to the Catering Manager

To support the Catering Manager in developing and maintaining a HACCP system to cover all aspects of the catering operation

To carry out and document all necessary quality and health and safety checks, as required by the schools' purchasing policies and HACCP procedures

To ensure correct and efficient food storage to minimise unnecessary wastage and deterioration of foodstuffs

To support the Catering Manager in ensuring all operations conform to relevant policies and regulations. To maintain with the Catering Manager adequate documentation to demonstrate compliance and corrective actions taken in the event of non-compliance

To cover key staff absence (in particular the Catering Manager), as required, to maintain business as usual